ODP-0-1686
23 December 1980


MEMORANDUM FOR:  Chief, Management Staff, DDA

FROM:            Bruce T. Johnson
                 Director of Data Processing

SUBJECT:         DDA Organization & Functions Booklet Update

REFERENCE:       Your memo, same subject, dtd. 19 Nov. 1980
                 (DD/A 80-2517)


Please make the changes indicated in red in the
attached ODP excerpt from the subject booklet before
publishing a new edition. You may contact ▮▮▮▮▮▮▮    STATINTL
x4011, to discuss our changes.

/s/ Bruce T. Johnson


Bruce T. Johnson

Att:  a/s


STATINTL  O/D/ODP/▮▮▮▮▮caj/▮▮▮  23 Dec. 1980

        Distribution:
           Original - Addressee
STATINTL        2 - O/D/ODP
                2 - ODP Registry

# Office of Data Processing (ODP)

## Overall Functions

Provides centralized computer services to all components of the Agency.

Advises the Director and staff on matters pertaining to Automatic Data Processing.

Reviews and approves Agency proposals for acquisition of computer equipment, word processing equipment, software, and services.

Performs analyses of requirements for ADP services, conducts feasibility studies, prepares project proposals for new computer applications, develops new computer application programs, and performs maintenance and production control of completed application programs.
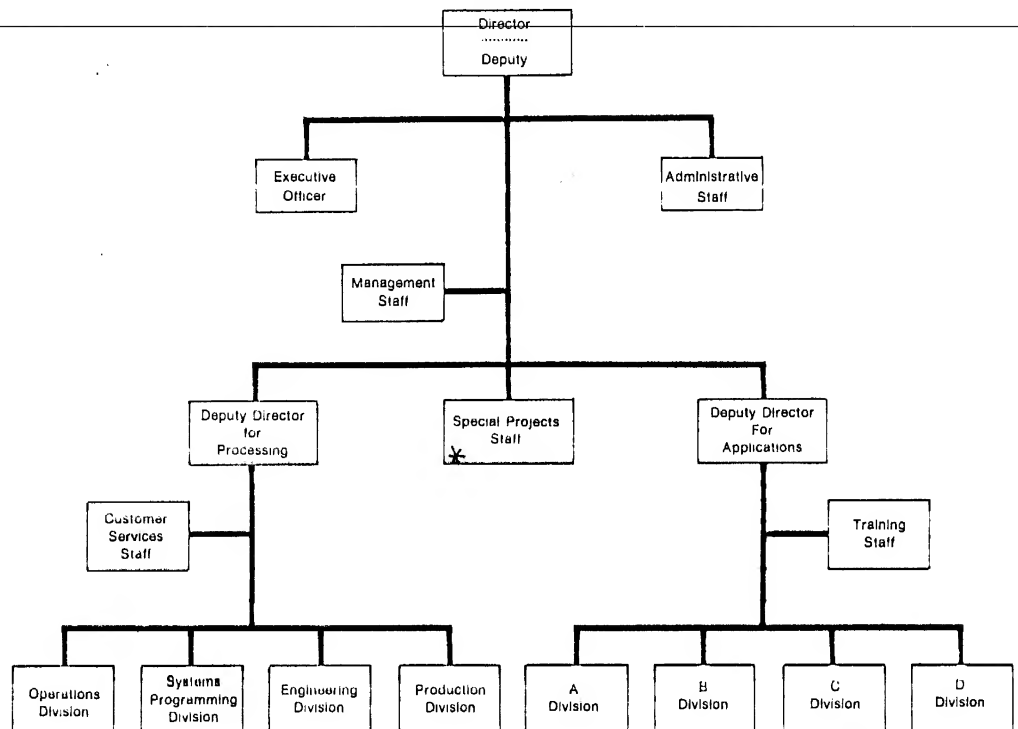
Operates two major computer centers providing facilities and services for: large capacity batch processing; interactive computer processing through remote terminal networks; data base management; and online information storage and retrieval.

Develops, coordinates, and conducts ADP training programs to meet Agency-wide requirements.

Implements established security policies and develops security measures for ODP's ADP systems in coordination with the Office of Security, Office of Communications, other Agency components, and members of the Intelligence Community.

*Develops dedicated special purpose computer systems to satisfy unique requirements.*

**OFFICE OF DATA PROCESSING**



*\* Incorporates the Consolidated SAFE Project Office (CSPO), with joint CIA/DIA staffing.*

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*[handwritten top:] ...runs, designs, installs, implements, and maintains operating systems, data base management systems ... ODP computer systems.*

## Executive Officer

Serves as ODP office manager performing a wide range of administrative, representational, briefing, and special project-oriented tasks for the Director, ODP. Serves as ODP Equal Employment Opportunity Officer and Career Development Officer.

### Administrative Staff

Provides support for personnel, logistics, training, document control, travel, records management, and other ad hoc administrative functions.

### Management Staff

Provides short- and long-range planning budgeting and programming. Develops, coordinates, recommends, and promulgates office policy. Acts as ODP comptroller and provides financial management and services. Provides technical and area security assistance and guidance. Exercises staff supervision over ODP activities. Reviews Agency proposals for acquisition of computer equipment, software and services.

## Deputy Director for Processing

Ensures the availability, reliability, and stability of ODP computer and terminal hardware. Operates the Ruffing Computer Center, the Special Computer Center and remote Data Access Centers (DAC's). Manages the acquisition, configuration, and maintenance of ODP computer systems and related communications terminal equipment. Provides consultation and assistance to users of ODP computer systems. Provides data conversion, production control, and reports distribution services.

## Customer Services Staff

Provides users with a central point within Processing for information, problem resolution, and consulting. Services include problem determination, language assistance, performance improvement, conversion aids, advice on available facilities and techniques, and assistance in obtaining other ODP services.

## Operations Division

Responsible for operation of the Ruffing Computer Center, the Special Computer Center and remote job-entry centers.

## Systems Programming Division

Ensures stability and reliability of ODP operating systems and other systems related software.

## Engineering Division

Ensures the reliability and stability of ODP computer and terminal hardware. Responsible for acquisition, configuration, and maintenance of computer systems.

## Production Division

Ensures that production applications are processed accurately and on schedule. Provides data conversion services

*[handwritten:] Manages production applications and data base management systems processed by computers and ensures that major data processing services are provided in support of Agency components and the Intelligence Community. Major services include data*

## Special Projects Staff

Responsible for the analysis of requirements for the development of unique or dedicated computer processing systems, including management and technical support required for implementation. Provides CIA staffing for the joint CIA/DIA Consolidated SAFE Project Office (CSPO).

## Deputy Director for Applications

Responsible for the development, implementation and maintenance of applications software on ODP central computers and stand alone minicomputers to support missions of Agency components. Areas of expertise cover a wide variety of intelligence collection, intelligence analysis and production and administrative management applications, including analytical models, signal analysis, medical technology, integrated data base management, and office automation

### Training Staff

Develops, coordinates and conducts ADP training programs to meet Agency-wide requirements.

Presents ADP courses to introduce Agency users to ODP computer facilities and to enable users to work with these facilities. Designs and presents courses to maintain the proficiency and knowledge of computer professionals.

## A, B, C and D Divisions

Develop, implement, and maintain applications software to support missions of Agency components

*[handwritten note, right margin:] Note: Move SPS over (next column) add lines to set off and move DD/A up*

*[handwritten bottom:] reports printing and distribution and a 24-hour Data Base Control Center and Terminal Trouble Reporting facility*

DD/A 80-2517

1 9 NOV 1980

MEMORANDUM FOR:     Director of Communications
                    Director of Data Processing
                    Director of Finance
                    Director of Information Services
                    Director of Logistics
                    Director of Medical Services
                    Director of Security
                    Director of Training & Education

25X1A

FROM:               ▮▮▮▮▮▮▮▮▮▮▮▮
                    Chief, Management Staff, DDA

SUBJECT:            DDA Organization & Functions Booklet Update


    1.  Attached is a copy of the DDA Organization & Functions
booklet, published in June 1980 and currently in its third
printing.  Prior to our next printing, we need to incorporate
those changes which have occurred in your offices since June 1980
(e.g., name changes, reorganizations, reordering of functions, new
functions).  Please review the description of your office as
presently shown in the booklet and annotate the copy with your
desired changes.

    2.  We would prefer to keep the narrative portions of the
booklet intact unless there has been a functional change in the
organization being described or unless the current description
is inaccurate.

    3.  If you have no changes, a negative response would be
appreciated.  We will need your responses by 19 December 1980
in order to publish a new edition early in January 1981.

25X1A


Attachment:  As Stated


UNCLASSIFIED When
Separated From Attachment

FROM THE DESK OF . . .

CHIEF, PRODUCTION DIVISION

George:

Per our telephone conversation on the write-up of PD in the DDA ORG. & Functions manual I have prepared the attached write-up for the next publication of this manual.

It seems to me that we (ODP) should have given the DDA the mission write-up as shown in our ORG & mission manual.

Thanks

Manages production applications and data base management systems processed by computers and ensures that major data processing services are provided in support of Agency components and the Intelligence Community. Major services include data conversion, data processing, reports printing and distribution, and a 24-hour Data Base Control Center and Trouble Reporting facility.

# Directorate of
# ADMINISTRATION
## Organization & Functions
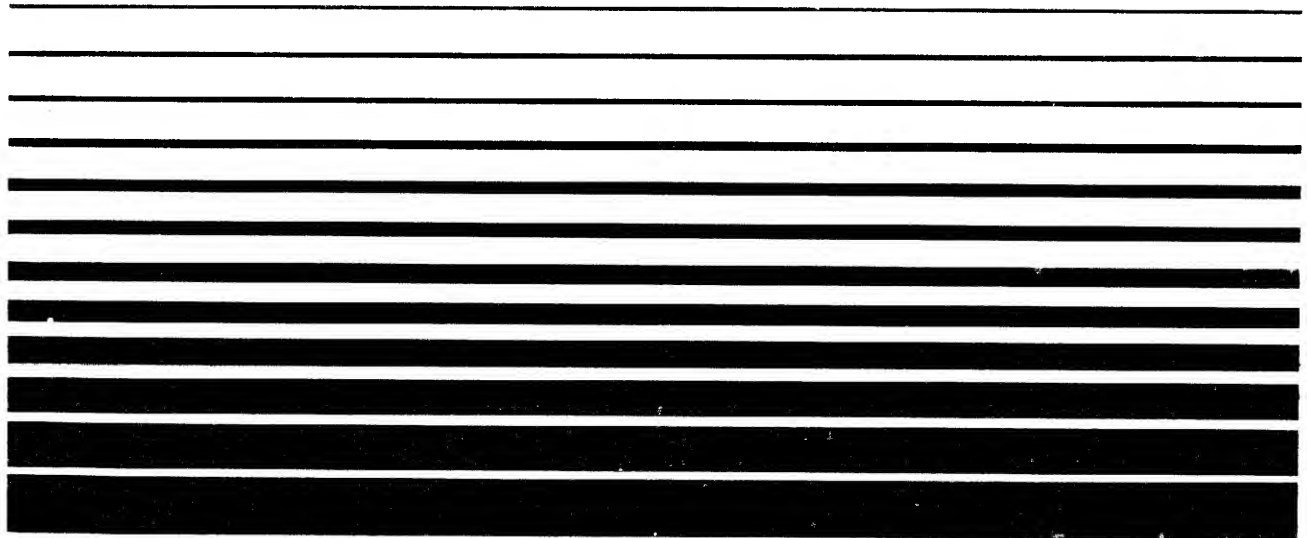
Management Staff, DDA   June 1980

Nº 441

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